



Section 609 Self Audit Checklist: Servicing Motor Vehicle Air Conditioners

Yes No

1. ☐ ☐ Does your facility service, maintain, or repair motor vehicle air conditioners (MVAC)? *If yes, your facility is subject to Section 609 of the Clean Air Act. If no, stop.*
2. List all the refrigerant that the facility uses.
3. ☐ ☐* Are the refrigerants other than CFC-12 listed above approved under EPA's Significant New Alternatives Policy (SNAP) Program? *A list of acceptable refrigerants under EPA's SNAP Program can be downloaded from EPA Region 2's Web site at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*
3. ☐ ☐ Does the facility have a refrigerant identifier? *Note: This is not a requirement but highly recommended to prevent cross contamination. A fact sheet on "The ABCs of Handling Contaminated or Unfamiliar Refrigerants" can be downloaded from EPA Region 2's Web site at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996..*
4. ☐ ☐* Does the facility have a piece of approved recycling/recovery equipment and/or recovery only equipment dedicated to each of the refrigerants listed in Question 2? *A list of EPA-approved equipment can be downloaded from EPA Region 2's Web site at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*
5. For each piece of recovery equipment, record the manufacturer's name, the model number, type of machine (e.g. recover-only), rated refrigerants and whether or not the equipment has been certified by Underwriters Laboratory (UL) or ETL Testing Laboratories, Inc.(ETL) to meet EPA requirements. *See Form A*
6. ☐ ☐* For recovery-only equipment, is refrigerant recycled on-site, or reclaimed off-site by an approved reclaimer? *A list of EPA Certified Reclaimers can be downloaded from EPA Region 2's Web site at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*
7. ☐ ☐* Have you submitted to EPA a recovery equipment certification form? *If no, a copy of the form can be downloaded from EPA Region 2's Web site at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*

8. ☐ ☐* Are your service technicians trained and certified by an accredited program?. *A list of EPA-approved Section 609 certifying organizations can be downloaded from EPA Region 2's Web site at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling the Stratospheric Ozone Hotline at 1-800-296-1996.*
9. For each service technician, record his/her name, certification number, and training program. *See Form B*
10. Does the facility have in stock the following for each refrigerant listed in Question #2 other than CFC-12?
- ☐ ☐* Unique Service Fittings
- ☐ ☐* Permanent Labels
- ☐ ☐* Barrier Hoses (required only for blends that contain R-22)
- ☐ ☐* Compressor Shutoff Switch (required only for A/C systems that include a high-pressure cut-off switch).
- A fact sheet entitled "Choosing and Using Alternative Refrigerants for Motor Vehicle Air Conditioners as well as other documents on alternative refrigerants and performing retrofits, can be downloaded from EPA Region 2's Web site at <http://www.epa.gov/region02/cfc/rshome.htm> or obtained by calling EPA's Stratospheric Ozone Hotline at 1-800-296-1996.*
11. ☐ ☐ A. Has any of your recovery/recycling equipment been **converted** to alternative (non-CFC-12) refrigerant service?
- ☐ ☐* B. If yes, are unique fittings permanently attached?

Note: If you checked any of the boxes that are starred, you may be out of compliance with Section 609 of the Clean Air Act. If you voluntarily disclose to EPA any of the violations found through the use of this checklist, you may eliminate or substantially reduce the penalties associated with these violations. For more information about these potential penalty reductions, call EPA Region 2's Compliance Assistance and Program Support Branch at 212-637-4050.

Disclaimer: The statements in this checklist are intended solely as guidance to aid regulated entities in complying with Section 609 of the Clean Air Act. The checklist is not a substitute for reading the regulation and understanding all its requirements as it applies to your facility. EPA may decide to update this checklist without public notice to reflect changes in EPA's approach to implementing Section 609 of the Clean Air Act or to clarify and update text. To determine whether EPA has revised this checklist and/or to obtain copies, contact EPA Region 2's Compliance Assistance and Program Support Branch at 212-637-4050 or visit our Webpage at: <http://www.epa.gov/region02/cfc/rshome.htm>

**FORM A -
Recovery/Recycle Equipment Inventory**

Recovery Equipment:	
Manufacturer:	
Model #:	
Recover-Only?	
Refrigerant types:	
Approval:	

Recovery Equipment:	
Manufacturer:	
Model #:	
Recover-Only?:	
Refrigerant types:	
Approval:	

Recovery Equipment:	
Manufacturer:	
Model #:	
Recover-Only?	
Refrigerant types:	
Approval:	

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Model #:	
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Manufacturer:	
Model #:	
Recover-Only?:	
Refrigerant types:	
Approval:	

Recovery Equipment:	
Manufacturer:	
Model #:	
Recover-Only?:	
Refrigerant types:	
Approval:	

**FORM B -
Technician Certification Information**

Technician Name:	
Identification Number:	
Testing Agency:	

Technician Name:	
Identification Number:	
Testing Agency:	

Technician Name:	
Identification Number:	
Testing Agency:	

Technician Name:	
Identification Number:	
Testing Agency:	

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Testing Agency:	

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